

DIVISION OF CHILD CARE AND EARLY LEARNING
CHILD CARE CENTER CHECKLIST

<input type="checkbox"/> Initial	<input type="checkbox"/> Full
Date: _____	Date: _____
<input type="checkbox"/> Relicensing	<input type="checkbox"/> Certification
Date: _____	Date: _____

STREET ADDRESS		CITY	STATE	ZIP CODE
CENTER TELEPHONE NUMBER		CENTER FAX NUMBER	EMAIL ADDRESS	
NAME OF EVALUATOR		OFFICE		
CAPACITY	AGE RANGE through		DAYS OF OPERATION	
HOURS OF OPERATION A.M. through P.M.		LICENSE EFFECTIVE DATES to		

Mark appropriately: A: **APPLICANT** - To be completed by the applicant. I: **INITIAL** - To be completed by the licensor and health specialist for initial licensure. F: **FULL** - To be completed by the licensor and health specialist for full license.

NOTE: Shaded requirements to be completed by the health specialist on initial and initial to full, and by the licensor on relicensure.

E = Exceeds minimum licensing requirements D = Discussed
C = Compliance P = Presumed compliance (no evidence to the contrary)
N = Noncompliance W = Waiver or exception granted (Washington Administrative Code
NA = Not applicable (WAC) 388-295-0050)

1. LICENSING: WAC 388-295 A = APPLICANT I = INITIAL F = FULL

	A	I	F	REQUIREMENT		A	I	F	REQUIREMENT
0040				<u>Requirements by outside agencies</u> Notification of letter to local planning office; date:	0060				<u>DSHS licensing requirements</u> Attended licensing orientation; date:
				Certificate of Occupancy; date:					Completed, submitted application on file; fees paid date:
				Fire Marshall or Designee approval; date:					Completed criminal history; date:
				Local ordinances addressed; date:					Completed visual comparison of the provider and the original photo identification
0050				<u>Waiver to Minimum Licensing Requirements</u> Licensee has waiver(s); date:	0080				Minimum 35 square feet per child of usable space; and minimum 50 square feet per infant or child using a crib

2. STAFFING: WAC 388-295 A = APPLICANT I = INITIAL F = FULL

	A	I	F	REQUIREMENT		A	I	F	REQUIREMENT
1010				<u>Center director qualifications</u> Center director meets requirements/ qualifications	1080				<u>Orientation requirements</u> All employees and volunteers have been orientated
1020				<u>Program supervisor qualifications</u> Program supervisor meets requirements/ qualifications	1090				<u>Ongoing training requirements</u> All staff have regular ongoing training
1030				<u>Lead teacher requirements</u> Lead teacher meets requirements/ qualifications	1100				<u>CPR/First Aid requirements</u> CPR/First Aid requirements met
1040				<u>Assistant requirements</u> Assistants/trainees meet requirements and qualifications	1110				<u>HIV/AIDS/blood borne pathogen requirements</u> HIV/AIDS/blood borne pathogen requirements met
1050				<u>Volunteer requirements</u> Volunteers meet requirements and qualifications	1120				<u>Tuberculosis (TB) requirements for staff</u> TB testing requirements for all staff and volunteers met

[illegible]

CHILD CARE CENTER CHECKLIST

3. PROGRAM: WAC 388-295				A = APPLICANT I = INITIAL F = FULL					
2010	A	I	F	REQUIREMENT	2060	A	I	F	REQUIREMENT
				<u>Play materials, equipment, and activities</u> Children have adequate supply of accessible, culturally relevant, age-appropriate learning materials					<u>Night care</u> Evening/nighttime care meets physical and emotional needs of child
				Children have a current daily schedule of activities and lesson plans that are developed to meet the children's developmental, cultural, and individual needs.					Staff ratio maintained
				Include at least one activities daily for each of the following: Child initiated activity (free play)	2070				<u>Offsite trips</u> Prior written parental consent is obtained for all off-site trips
				Staff initiated activity (organized play)					Transportation arranged is safe
				Creative expression					Seat belt/safety seats or child restraints available for each child
				Group activity					Current liability and medical insurance
				Quiet activity					Operator has valid driver's license
				Large and small muscle activities					Driver or staff in vehicle/caravan has current first aid and CPR
				Plan for smooth transitions by using transitions as a learning experience					First aid kit available
									Required safety equipment available
2020				<u>Maximum allowable time discussed with provider</u> Children in care ten hours or less	2080				<u>Parent communication (written)</u> Enrollment/admission
2030				<u>Staff interaction with children</u> Staff interact frequently with children. Interactions are nurturing, supportive, and respectful.					Fee and any payment plan(s)
2040				<u>Behavior management</u> Behavior management and discipline is based on child's need/development, and is fair, reasonable, and consistent with no corporal punishment. Any physical restraint method must be documented in an incident report, placed in the child's individual record, and a copy given to the parent.					Typical activity schedule/hours of operation
									Sign-in/sign-out requirements
									Child abuse reporting requirements
									Behavior management and discipline
									Non-discrimination policy
									Any religious activities
									Transportation and field trips
									Ill child practices
2050				<u>Rest periods</u> Rest periods are offered to children needing rest					Medication management
				Quiet activities for children not needing rest					Disaster preparedness plans
				Children 29 months of age or younger follow individual sleep schedule					Diapering, toilet training and feeding, if applicable
									Other

CHILD CARE CENTER CHECKLIST
3. PROGRAM (CONTINUED): WAC 388-295
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2090	<u>Staff ratios and group size</u> Staff ratios are within requirements:					
STAFF RATIOS AND GROUP SIZE						
ROOM/GROUP NAME	AGE OF CHILDREN	MAXIMUM RATIO	MAXIMUM GROUP SIZE	NUMBER OF STAFF	NUMBER OF CHILDREN	REMARKS
	One month - 11 months	1:4	8			
	12 months - 29 months	1:7	14			
	30 months - five years	1:10	20			
	Five years - 12 years	1:15	30			

2090	A	I	F	REQUIREMENT	2120	A	I	F	REQUIREMENT
				Children are within continual visual and auditory range					Read and talk to them daily
2110				<u>Children and food preparation</u> Children supervised during food preparation activities Kitchen safe for children					Daily indoor opportunities for freedom of movement
2120				<u>Infant and toddler program requirements</u> Safe environment Learning and play materials: Social development Intellectual ability Language development and communication Self-help skills Sensory stimulation Large muscle development Small muscle development Creative expression					Not leave them in car seats once they arrive at the center Not to be left in playpens for extended periods of time Talk to and interact with each infant and toddler Hold and cuddle infants and toddlers
					2130				<u>Outdoor play area</u> A safe outdoor or equivalent play area is provided Square footage of outdoor play area: <hr/> MINIMUM 75 SQ FT PER CHILD Outdoor or equivalent play area used daily A variety of age appropriate outdoor play equipment is provided: Climbing Pushing and pulling Balancing

CHILD CARE CENTER CHECKLIST

3. PROGRAM (CONTINUED): WAC 388-295

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2130	A	I	F	REQUIREMENT	2130	A	I	F	REQUIREMENT
				Riding					Protective surfacing
				Equipment design					Documentation of maintenance of playground equipment

4. AGENCY PRACTICES: WAC 388-295

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6010	A	I	F	REQUIREMENT	6040	A	I	F	REQUIREMENT
				<u>Discrimination</u> Center complies with state and federal nondiscrimination laws, including the American with Disabilities Act.					<u>Child abuse and neglect</u> Children are protected from child abuse and neglect per Chapter 26.44 RCW
6020				<u>Religious activities</u> Center has policy describing religious policy and procedures	6050				<u>Prohibited substances</u> When children are present, including in vehicles, no adult or staff, parent, and/or volunteer consumes alcohol or illegal drugs
6030				<u>American Indian children</u> If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources and train staff.					When children are present, including in vehicles, no adult or staff, parent, and/or volunteer smokes
					6060				<u>Access</u> Parents have unsupervised access to only their own child

5. RECORDS, REPORTING, AND POSTING: WAC 388-295

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7010	A	I	F	REQUIREMENT	7050	A	I	F	REQUIREMENT
				<u>Children's files</u> Confidential files on premises for each child in care includes:					Blood borne pathogen training (including HIV/AIDS)
				Registration data					STARS training
				Health history/individual child care plan					Child abuse and neglect
				Medications given					Food handler cards (if applicable)
				Authorizations					CPR/First Aid
				Copies of illness or injury reports					Tuberculosis (TB) testing
				Certificate of immunization status (CIS)					
7020				<u>Immunizations</u> Meets requirements	7060				<u>Illness and injury reporting</u> Immediate reports of death or serious injury is made to the proper person/agency (oral and written)
7030				<u>Attendance records</u> Daily attendance records with signature on file					Suspect child abuse/neglect or exploitation
7040				<u>Licensing information</u> Program records on premises for parents to review include: current child care center checklist/facility licensing agreement, monitoring checklist/facility-licensing agreement.					Food poisoning or communicable disease
7050				<u>Personnel records and policies</u> Employment application	7070				<u>Circumstantial reporting requirements</u> Change of address, location, space, or telephone number
				Criminal history background inquiry					Change of ownership, chief executive, director, program supervisor
				Photo copy of social security card					Change of number/age of children
				Written documentation of training and staff meetings to include:					Plans for major remodeling
				Staff orientation					Fire/damage to structure

CHILD CARE CENTER CHECKLIST
5. RECORDS, REPORTING, AND POSTING (CONTINUED): WAC 388-295
A = APPLICANT I = INITIAL F = FULL

7080	A	I	F	REQUIREMENT	7080	A	I	F	REQUIREMENT			
				<u>Posting requirements</u> Post notification to parents stating that licensing information is available for their review. Information to be made available includes: 1) copies of recent licensing checklist and compliance agreement for any deficiencies; 2) copies of recent monitoring checklist; and 3) compliance agreement for any deficiencies.					Emergency telephone numbers			
									Nondiscrimination poster			
									Items posted for staff include:			
									Food allergies posted			
									Dietary and nutrition requirements for particular children			
									Hand washing practices			
										Diaper changing procedures		
				Written lesson plans								Center policies and procedures
				A list of staff names								Health Care policy
				Typical activity schedule and operating hours								Disaster plan
				Meal and snack menus								
				Evacuation plans and diagram								

6. HEALTH AND NUTRITION: WAC 388-295
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3010	A	I	F	REQUIREMENT	3040	A	I	F	REQUIREMENT
				<u>Health policies and procedures</u> Reviewed, signed and dated by RN, PA, or MD Name and date:					<u>Hand washing procedure for children</u> Warm, running water and soap present
				Cleaning and sanitizing procedures					Hands washed at required times
				Communicable disease reporting requirements	3050				<u>Medication requirements</u> ADA/reasonable accommodation issues addressed
				Minor injuries	3060				<u>Medication management</u> Written permission from parent/physician if required
				First aid					Consent form documentation
				Medical emergencies	3070				<u>Medication storage</u> Original container/labeling requirements met
				Medication management					Medication stored inaccessible to children
				Hand washing					Internal and external medication stored separately
				Disaster response					Medication refrigerated if indicated
				Food handling	3080				<u>Bulk medications</u> Written consent from parent
				Nutrition	3090				<u>Leftover medications</u> Return to parent/disposed
				Care of children with needs	3100				<u>Self administering of medication</u> Written consent from parent/health care provider
				Care of infants					Staff observation/documentation
				SIDS	3110				<u>Medication equipment</u> Measuring device provided by parent
				Exclusion/readmission policy	3120				<u>Medication documentation</u> Name, date, time, type, and amount documented in record
3020				<u>Hand washing procedures for staff</u> Warm, running water and soap present					Record validated by staff
				Hands washed at required times	3130				<u>Medication administration</u> Qualified staff administering medication
3030				<u>Infectious disease prevention</u> Children screened daily for signs of illness					
				Exclusion policy available					
				Illness/injury documentation					
				Parent notification of infectious disease exposure					
				Reportable disease list available					

CHILD CARE CENTER CHECKLIST
6. HEALTH AND NUTRITION (CONTINUED): WAC 388-295
A = APPLICANT I = INITIAL F = FULL

3140	A	I	F	REQUIREMENT	3200	A	I	F	REQUIREMENT
				<u>Fluid dairy requirements</u> Pasteurized milk/milk products					Labeled and dated containers/stored off the floor
				Minimum content fat					Food stored in a sanitary manner
3150				<u>Meal and snack requirements</u> Minimum servings met					Freshness/manufacturers expiration date checked
3160				<u>Nutrition</u> Foods/snacks served meet nutritional requirements	3210				<u>Safe thawing</u> Foods thawed in refrigerator (preferred)
				Menus recorded and posted					Sink method
				Food allergy/special menu requirements addressed					Microwave process
3170				<u>Food handler training</u> Food handler card(s) current	3220				<u>Kitchen equipment</u> Good repair, properly sealed without chips or cracks
3180				<u>Food safety</u> Food originated/prepared from an approved source					Moisture resistant
									Clean and sanitary condition
									Range properly vented
3190				<u>Food surveillance</u> Thermometer present for each refrigerator/freezer unit					Dishwashing procedures
				Food stored at proper temperature	3220				Handwashing facilities available and adequate
				Food cooked to proper temperatures					Refrigerator/freezer defrosted and properly maintained
				Food held at proper temperatures	3230				<u>Eating and drinking equipment</u> Durable eating utensils
				Leftover foods labeled and dated					Developmentally appropriate
				Temperature record maintained if required					Drinking fountains inclined, water pressure adequate
3200				<u>Food storage</u> Original or labeled containers					Drinking fountains not located in sinks

7. CARE OF YOUNG CHILDREN: WAC 388-295
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4010	A	I	F	REQUIREMENT	4050	A	I	F	REQUIREMENT
				<u>Age requirements</u> Infant(s) more than one month of age					Frozen breast milk stored no more than two weeks in center
4020				<u>Nutritional needs of infants</u> Written policy to include: Providing nutritional needs	4060				<u>Cleaning and sanitizing bottles/nipples</u> Clean and sanitize in dishwasher/wash, rinse, and boil for one minute.
				Developmental stage guidelines used					
4030				<u>Bottle preparation</u> Bottles prepared in a sanitary manner	4070				<u>Infant/toddler feeding</u> Bottle feeding practices appropriate
4040				<u>Infant formula and food storage</u> Bottles/food labeled with full name and date bottle was filled					Infants/toddlers should be fed according to their need rather than an adult prescribed time
				Contents of any bottle not consumed within an hour discarded					Hold infants for bottle feedings to prevent choking
				Infant formula within manufacture's expiration date					
				Bottle nipples covered when not in use					No propped bottles
				Unserved bottles refrigerated when not in use					
4050				<u>Breast milk storage</u> Contents labeled and dated					
				Frozen breast milk stored at 10F or less					

CHILD CARE CENTER CHECKLIST

7. CARE OF YOUNG CHILDREN: WAC 388-295					A = APPLICANT I = INITIAL F = FULL				
4070	A	I	F	REQUIREMENT	4100	A	I	F	REQUIREMENT
				Place infants who can sit in a high chair or appropriate child-sized table for feeding and staff sit facing the child during feeding					Bedding is laundered weekly or before use by another child
									Bumper pads, quilts, pillows not in use
					4110				<u>SIDS policy</u> Infants placed on back while sleeping unless health care provider requests another sleeping position
4080				<u>Toilet training</u> Initiated with parents consent	4120				<u>Diaper changing</u> Diaper changing area impervious to moisture and cleanable
4090				<u>Potty chairs</u> Located in area designed for toileting					Diaper changing area adjacent to sink
				Potty chair/designated sink cleaned/sanitized after each use					Diaper changing area cleaned/sanitized after each use
4100				<u>Infant nap and sleep equipment</u> Nap and sleep equipment appropriate					Soiled diapers disposed in covered containers
				Equipment easily cleaned and sanitized	4130				<u>Nurse consultant</u> Nursing consultation (if required) is documented
				Adequate space between sleeping equipment or approved barriers end to end	4140				<u>Clothing</u> Additional clothing available
8. SAFETY AND ENVIRONMENT: WAC 388-295					A = APPLICANT I = INITIAL F = FULL				
5010	A	I	F	REQUIREMENT	5030	A	I	F	REQUIREMENT
				<u>First aid supplies</u> First aid supplies adequate and conform with center policies					<u>Disaster plan</u> Includes written policies for required procedures
				Syrup of ipecac					Plan annually reviewed and signed by director, staff, and parents
				Expiration date: _____					Monthly fire drill evacuation conducted/ documented
5020				<u>General safety, maintenance, and site</u> Free from hazards: (burns, drowning, choking, cuts, falls, pinches, poisons, crush, trap, trip) injury hazards					Quarterly disaster training conducted/documentated
				Child height handrails	5040				<u>Cleaning and sanitizing</u> Includes written policies for required procedures
				Guardrails for stairs/elevated play areas					Building maintained in a clean/sanitary manner
				Electrical outlets protected with tamper-resistant receptacles or covers					Equipment maintained in a clean/sanitary manner
				Shielded lights and tubes					Premises maintained in a clean/sanitary manner
				Windows screened (if applicable)					Premises free from rodents, insects, and other pests
				Shielding heaters (if applicable)/portable heaters prohibited					Approved sanitizing/disinfectant solution
				Entrance/exit doors monitored					
				Telephone accessible to staff					
				Flashlight/emergency lighting device					

CHILD CARE CENTER CHECKLIST
8. SAFETY AND ENVIRONMENT (CONTINUED): WAC 388-295
A = APPLICANT I = INITIAL F = FULL

5050	A	I	F	REQUIREMENT	5100	A	I	F	REQUIREMENT
				<u>Water activities</u>					Paper towels or drying device
				Pools inaccessible to children when not in use					Bathing facility inaccessible to children when not in use
				Swimming pool/certified life guard present	5110				<u>Laundry requirements</u>
				Hot tub, spa, small wading pools, whirlpools not allowed					Access to laundry facility (on or off site)
				Water tables/water play containers cleaned and sanitized after each use					Laundry sanitized by temperature or chemical
5060				<u>Storage of maintenance and janitorial supplies</u>					Soiled laundry stored separately
				Toxic materials and cleaning supplies stored inaccessible to children					Laundry equipment is inaccessible to children
				Stored to comply with fire safety/department regulations	5120				Dryer vented to outside of building
				Floor surfaces moisture impervious and easily cleanable					<u>Sleep and nap equipment</u>
				Designated sink available for disposal of wastewater					Nap equipment appropriate
				Mop storage ventilated to outside					Bedding is laundered weekly or before use by another child
5070				<u>Water supply</u>					Bedding is stored separately from bedding used by another child
				Water supply approved by health authorities	5140				Mats or cots are cleanable, sanitized before use by another child
				Hot water temperature (85F to 120F)					<u>Storage space requirements for children</u>
5080				<u>Sewage and liquid wastes</u>					Accessible individual storage space available for each child
				Sewage system approved by health authorities	5150				<u>Ventilation and temperature requirements</u>
5090				<u>Fence requirements</u>					Temperature at least 68F to 75F in winter and 68F to 82F in summer
				Safe, secure, maintained in good repair, designed to prevent entrapment and discourage climbing					Ventilation adequate
5100				<u>Toilets, hand washing sinks, and bathroom requirements</u>	5160				<u>Pesticides</u>
				Toilets vented to outdoors					Comply with the licensing requirements of the Pesticide Application Act
				Flooring is moisture resistant and washable					A copy of pesticide policy provided for review to include posting and notification requirements
				One toilet and one adjacent hand washing sink per 15 toilet-using children					Plan reviewed annually or on enrollment to parents
				Urinals do not replace more than one third of required toilets	5170				<u>Animals</u>
				Soap and toilet dispenser with constant supply of toilet paper available					Parents notified of potential health risks of animals in writing
				Toilet/hand washing sink height appropriate					Hand washing signs in areas where pets are housed
				Hand washing sink located in or immediately outside of each toilet room					Pet containers or cages adequate
									Pet containers, cages, and litter boxes cleaned and sanitized as appropriate
									Animals not present in infant and toddler rooms
									Animals not present in food preparation areas
									Current rabies vaccinations for all dogs and cats on file

[illegible]

<input type="checkbox"/> Initial Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Initial to Full Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE	DATE
	LICENSEE'S SIGNATURE	DATE
<input type="checkbox"/> Relicensing Inspection	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
	LICENSOR'S SIGNATURE	DATE
	HEALTH SPECIALIST'S SIGNATURE (WHEN REQUESTED BY LICENSOR)	DATE
	LICENSEE'S SIGNATURE	DATE